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TO : Chief, Plans &amp; Policy Staff/TR

DATE: 4 January 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #13

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

25X1

25X1 C. UNCOMPENSATED OVERTIME REPORT In compliance with CIA Notice No. [ ] all OTR components have been directed to report to the BFO/TR by 6 February 1956 the amount of uncompensated overtime worked for the month of January 1956. The BFO/TR will then submit a consolidated report of the total of OTR's uncompensated overtime to the Comptroller.

25X1 D. ALTERATIONS - ALCOTT HALL A realignment of partitions was made on Rooms 1101 and 1104, Alcott Hall, to provide space in the Personnel Section for [ ] These alterations were completed on 3 January 1956. Necessary telephone changes were completed previously.

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